



Square Butte Ranches Ltd.
Square Butte Condominium Plan No. 9710379
Board of Directors Meeting
August 29, 2019

Directors in Attendance:

Max Gibb, Jack Wilson, Gary Bennet, Kym Penner, Kelly Long, Denise McMullen (joining the meeting at 6:15)

Regrets: Randy Jordan

Bob Lunge of Renaissance Management was also unable to attend.

Call to order 5:10 pm, Max Gibb

1) Approve previous minutes

- Motion to approve July 26th minutes by Kym Penner, seconded by Kelly Long, Approved unanimously.

2) Review/Approve Agenda

- Motion to approve agenda by Max, seconded by Gary, Approved unanimously.

3) Townhouse Roofs

- Discussion around the funding of the Townhouse roofs after consulting with owners. A couple of owners would like the whole roof to be completed with an assessment to the owners, majority would like to use the reserve fund and an assessment to be paid over a few months. The board was given the amount of \$124,787 as the amount currently in the reserve fund. Jack moved to take \$60,000 out of the reserve fund leaving approx. \$64,787.00 in the reserve fund after the roofs are complete. This would mean each Unit is assessed \$10,000 to be paid October 1. Discussion then around repayment options for the Townhouse owners. From our earlier meeting some would like a longer time period to pay, however those discussions were assuming the assessment would be around the \$15,000 - \$18,000-dollar mark. With the assessment being only \$10,000 we would like to be able to collect the funds in a timelier manner as we will need to have \$180,000 to pay roofer by the end of October. With Owners contacting Renaissance to arrange payment plans if needed. Seconded by Gary, Approved. ** UPDATE** upon further discussion it was decided that Renaissance put out a notice that \$6000.00 was to be due October 1,2019 and balance November 1,2019.

- Painting of the Townhouses to be deferred till the Spring due to Financial restrictions and timing. In the Spring we will have the Reserve Fund results and can make a plan moving forward for Painting the Townhouses.

4) Water

- Water Issues are currently under control, Supply is up 3 Times to about 42litres/Min. MD has taken over the operation which seems to be more effective and efficient, Priority on water plan upgrades is being spearheaded by the MD. The MD will provide the Board with a 5-year plan once upgrades are complete so the board can project upcoming expenses for repairs and yearly upkeep or upgrades. Randy working on extending the contract as currently the MD is on a 1-year contract.
- MD sends out bills on a quarterly basis, we do not have the June bill yet for water delivery so we cannot bill out to owners. If we want bills more frequently then it will cost us more money. A reminder will be sent to the Finance committee to take a closer look at how we want to proceed.

5) Operations Maintenance

- Jack reported that this point, we have 2 options for the Trailer Park. Clean it up or Eliminate it.
 - i. We have received a Quotes to dig up, put down a barrier and then cover in more gravel for \$6825.00. Another Suggestion was using reclaimed asphalt. Some discussion around what the better product is for our community and asphalt can tend to break up and with gravel, if at some point we take it out then it is more easily cleaned up.
 - ii. Discussion about who should pay for the clean-up of the Trailer park. Some members suggest a fee for parking trailers. Suggestion that we bring this idea forward to the community at the next AGM.
 - iii. Jack Moves to go ahead and spend the money to fix the Trailer parking. Seconded by Kelly, approved.
- Culverts.
 - i. Jack reported that he had someone look at the culverts and discussed priority of ones that need addressing.
 1. Jack asked for help from the board to prioritize and discuss the repair/replacement of our culverts, as it is not his area of Expertise. Gary offered his assistance.
 2. Gary, Dean Rowsell and Tim will meet and look at the culverts to review priority ones and issues caused by water
- South Gate
 - i. The Quote we received to get the gate operational was \$7000.00
 - ii. We had a few residents contact us with their thoughts. Some are wanting the gate to be closed completely and some are requesting it be exit only. The Board appreciates these communications.

6) Reserve Fund Study

- Reserve Fund study was started on August 29th. Bob Lunge from Renaissance was onsite this morning for the Reserve inspection.

7) Fish

- Fish are going in tomorrow August 30th at 8:00am
- There will be Further investigation to aerate in the winter.

8) North Gate

- The ongoing problems with the electronic connection between Office and Gate has not been resolved so we cannot update the fobs yet.
- Kelly to contact a company to discuss the communication issue.

9) Finance Committee

- Unpaid fees of a small number of owners continue to be a drain on the cash resources available for the benefit of all owners. The Board will continue filing Caveats on the titles of those owners whose monthly fees are 90 days or more in arrears.
- Finance Committee to coordinate with Bob to review the 2018 draft financial statements and come to the board with comments.

10) Renaissance

- The Office is continuing to have problems with communications and procedures when dealing with Renaissance Management. Moved by Gary that we speak to Renaissance and have them come out for a training session and discussion about our needs and the current procedures in operations and communications. Jack Seconded. Approved.
- The Board agreed to contact Renaissance and confirm that the Easement on Lot 32 is finally complete and registered.

11) AGM

- Discussion about dates for the next AGM, 3 dates in November were sent to Renaissance to ensure availability. November 16, 17 or 30th.

Adjournment: 7:30 pm